

**Application Form**

International Programme Challenge Fund

Submit application by 20 September 2024 to [andrea.blumire2@fcdo.gov.uk](mailto:andrea.blumire2@fcdo.gov.uk)

Date of Submission: .....

**1. Project Title:**

**2. Applicant's Contact Details**

Address:

Phone Number:

Email:

**3. Project Leader** (if this is different from the Lead applicant)

Address:

Phone Number:

Email:

**4. Project Team / Partners**

In this section, please give details of all the partners involved (including the Lead Partner) and provide a summary of their roles and suitability / experience to work on this project.

**I confirm that all listed partners are aware of this application and have indicated support**

**5. Project Summary (Max 100 words)**

Which project are you applying for?:

Please provide a brief summary of your project. This may be used in communication activities and/or published online, if your application is successful.

**6. Project Description (Max 1000 words)**

Please provide a description of your project, including:

- The overall objective
- The current situation and the problem the project is trying to address
- What are you planning on delivering (outputs1)
- The location of the project
- What success will look like and how you will measure it

Please be as specific as possible when describing the project, using data and evidence where available. You may wish to consider: what are the specific issues that the project will attempt to address? What should we know about these issues? What are you planning on delivering (outputs)? What does your successful project look like? How will you demonstrate whether your project has been successful?

**7. Project Outcome2 (100 words)**

Successful projects must demonstrate measurable outcomes in youth engagement. Please describe what the expected outcomes are and how they can be measured.

**I confirm consent has been granted for the project to take place at the proposed location**

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### 8. Workplan

Please provide anticipated dates for the start and end of your planned project here. Provide a list of the individual activities you have planned for this project, a brief description of what each activity entails, and the estimated dates in which the activities will be carried out. If the project involves only one activity (e.g. a purchase), please still provide project start and end dates (noting estimated times for procurement). **Please note that your project must be completed by 31 March 2024**

Activity #	Description (max 25 words)	Start Date	End Date
1.			
2.			
3.			
4.			
5.			

<b>9. Costs</b>		
Please provide a breakdown of costs to be funded		
Are you seeking any matched funding for this project? (Please note that this is optional and there is no requirement to seek matched funding.)		[ Yes / No]
If yes, how much matched funding are you seeking and where from? (Max 75 words)		
Please provide a breakdown of costs to be funded using the table below		
<b>Budget line</b>	<b>Explanation</b>	<b>Total Cost in USD</b>
Staff costs	(Max 100 words)	\$

Overhead costs	<i>(Max 100 words)</i>	\$
Travel & subsistence costs	<i>(Max 100 words)</i>	\$

Operating costs	<i>(Max 100 words)</i>	\$
Capital equipment	<i>(Max 100 words)</i>	\$

Other costs	<i>(Max 100 words)</i>	\$
Total costs		\$

## 10. Project Risks

Please demonstrate your consideration of any risks involved in this project and how you intend to manage them. If there is any possibility that your project may have negative impacts on the human health or the environment, it is important that you provide a comprehensive analysis of potential risks, and the prevention measures you will take to ensure the project does not cause harm.

<b>Risk</b>	<b>Mitigation</b>
(Max 50 words)	(Max 100 words)
(Max 50 words)	(Max 100 words)
(Max 50 words)	(Max 100 words)

## 11. Safeguarding

Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding. It's about making sure your organisation is run in a way that actively prevents harm, harassment, bullying, abuse and neglect. It's also about being ready to respond safely and appropriately if there is a problem. Everyone in the organisation has a role to play in safeguarding.



There are many good resources available on safeguarding, such as:  
<https://learning.nspcc.org.uk/safeguarding-child-protection>

Please outline below the safeguarding measures you have in place.

(Max 100 words)

(Max 100 words)

(Max 100 words)

(Max 100 words)

(Max 100 words)

(Max 100 words)

(Max 100 words)

**Further Information:**

Please submit the following supporting documents:

- Resume of staff working on the proposed project, this is to ensure staff working on the project are suitably experienced or qualified.
- Confirmation (letter or email from property owner or manager) of permission to undertake the proposed project at the site.
- Confirmation of insurance to undertake activities with youth, or waiver documentation.
- Any further supporting documentation.

